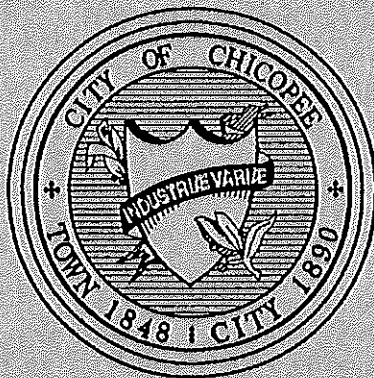


SITE PLAN REGULATIONS CITY OF CHICOPEE MASSACHUSETTS



ADOPTED BY THE CHICOPEE PLANNING BOARD
April 7, 2005

EFFECTIVE
May 1, 2005

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Prepared by the Department of Planning & Development

Section 2 – Site Plans

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SECTION 2-1 PURPOSE

These Site Plan regulations have been adopted for the purpose of protecting the safety, health, convenience and welfare of the inhabitants of the City of Chicopee by regulating the laying out of and construction of developable sites to insure the provision of adequate access to the site, and by insuring sanitary conditions on developable site and in proper cases parks and open areas and by insuring the orderly recording of land. The Planning Board shall exercise due regard; for the provision of adequate access to developable sites by ways that will be safe and convenient for travel; for lessening congestion in such ways and in the adjacent public ways; for reducing danger to life and limb in the operation of motor vehicles; for securing safety in the case of fire, flood, panic and other emergencies; for insuring compliance with the zoning ordinance; underground utility services, fire, police, and other similar municipal equipment, and lighting and other requirements where necessary; and for coordinating the It is the intent of these regulations that any Site Plan filed with the Planning Board shall receive the approval of the Planning Board if said plan conforms to the recommendation of the Board of Health and to the rules and regulations of the Planning Board pertaining to Site Plans; provided, however, that the Board may, when appropriate, waive, as provided for in Section 81-R of Chapter 41, General Laws, such portion of these rules and regulations as is deemed advisable, where such action is in the public interest and not inconsistent with the intent and purpose of the law.

SECTION 2-2 AUTHORITY AND SEPARABILITY

Under the authority vested in the Planning Board of the City of Chicopee by Section 81-Q of Chapter 41 of the General Laws of Massachusetts, the Rules and Regulations for the Development of Property in the City of Chicopee and hereby amended May 1, 2005. This document, made part of the minutes of the Planning Board, shall be considered the complete regulations of the City of Chicopee until further amended. These regulations are hereby adopted.

2-2A SEPARABILITY

If any provision of these regulations or the administration thereof shall be held unconstitutional, it shall not affect the validity of any other provision of these regulations or the administration thereof.

SECTION 2-3 BOARD OF HEALTH FILING

A copy of the Definitive Plan shall be filed by the developer to the Board of Health. Within 45 days, written approval, or disapproval with reasons, shall be forwarded by the Board of Health to the Planning Board. A copy of such report or action shall be sent by the Board of Health to the person submitting the Definitive Plan.

SECTION 2-4 PUBLIC HEARINGS

Before approval, approval with modifications, or disapproval of the Preliminary and Definitive Plans, the Planning Board shall hold a public hearing. Sufficient information to identify the proposed site development shall be given by the Planning Board by advertisement in a newspaper of general circulation in the city, once in each of two successive weeks, the first publication being not less than fourteen days before the day of such hearing. A copy of such advertisement shall be mailed to the applicant and to all abutting landowners of record and owners of land within 300' of the boundary line of the site.

The following development projects require Public Hearings as per **Chicopee City Code Chapter 275-6:**

1. Development projects with a building footprint of 1,000 square feet or more in Residential A, Residential B, and Residential C zones (excluding one, two, and three family dwellings and accessory uses thereto on

individual lots).

2. Development projects with a building footprint of 7,500 square feet of area or more in a Commercial A, Commercial A-1, Central Business District, Business A, Business B, Business C, Industrial, and Commercial Center and Mill Conversion Overlay zones. This also applies to property in IPUD and IPUD II zones that are not operated by an established non-profit development organization and projects developed in phases from (date) that cumulatively trip any construction and/or paving plan review criteria.
3. Development projects with a building footprint of 1,000 square feet or more in a Commercial A, Commercial A-1, Central Business District, Business A, Business B, Business C, Industrial, and Commercial Center and Mill Conversion Overlay zones where the subject property abuts or is within 100 feet of any residential zone.

SECTION 2-5 PERFORMANCE GUARANTEE

Should the Developer seek a Certificate of Occupancy prior to completion of all required site improvements, a performance guarantee subject to approval by the Chicopee Planning Board, shall be provided for the cost of the remaining elements. It shall be the responsibility of the Developer to provide an itemized list and cost estimate for the incomplete work.

SECTION 2-6 ENDORSEMENT

The Planning Board does not require Site Plans to be endorsed and filed with the Registry of Deeds. However the Planning Board will endorse a plan upon request. (*Note this does not pertain to Subdivision Plans.)

SECTION 2-7 TIME LIMITS

Work shall begin on the proposed development within one (1) year of the date of approval of Definitive Plans by the Planning Board. Failure to secure a building permit or to begin construction, and to carry the work on continuously to completion, nullifies the action of the Planning Board upon a vote to rescind approval taken by that body.

SECTION 2-8 AS-BUILT PLANS

As-built plans at 1:20 scale shall be submitted to the Planning Department within 30 days of project sign-off. As-built plan submission shall consist of 1 mylar and 3 paper copies.

SECTION 2-9 SUITABILITY OF LAND

No Development project shall be approved on land which by virtue of its natural conditions, topography or environmental importance, is unsuitable for its proposed use, and whose development would endanger the health, safety convenience and general welfare of the citizens of Chicopee.

SECTION 2-10 REGULATIONS FOR SITE DEVELOPMENT PROJECTS ABUTTING RESIDENTIALLY ZONED PROPERTY (ADDED APRIL 4, 2002)

The purpose of this section is to minimize adverse impacts of new development on residentially zoned property. When determining adverse impact the Board may consider such factors as: site lighting and light trespass; noise; traffic; parking; and exposure. To remedy impacts the Planning Board may request relocation of drive-thrus, travel lanes, parking lots, outdoor speakers, or signs and accessory uses. The Board may also require additional screening to reduce exposure of residentially zoned property to business activity.

SECTION 2-11 WETLAND RESOURCE AREAS VERIFICATION REQUIRED

No Definitive Plan shall be approved until the Conservation Commission has verified whether or not wetlands exist on the project site.

If no wetlands exist the developer must provide written confirmation from the Chicopee Conservation Commission to the Planning Board prior to a Definitive Plan approval.

If wetlands do exist or are suspected to exist, and they are within the jurisdiction of the Chicopee Conservation Commission, the developer must provide, to the Planning Board, confirmation from the Chicopee Conservation Commission that filing of a Notice of Intent is in progress. Definitive Plans may be conditionally approved by the Planning Board provided the filing of the Notice of Intent is in progress.

SECTION 2-12 LOT PINS AND BOUNDS/MONUMENTS

All bounds and lot pins shall be in place and certification shall be made by the developer that all pins and bounds/monuments are in place as designated on approved plans before the release of any bond or covenant.

SECTION 2-13 GRADING

In addition to Section 2-13A and 2-13B below, please refer to **Chicopee City Code Chapter 231**

2-13A LOT GRADES

No artificial grade shall be established with greater than a twenty-five percent (25%) slope. In such case, retaining walls must be constructed.

If a slope is created that requires retaining walls, and the slope directly abuts currently developed property, exclusive of use, the retaining walls must be constructed and the slope stabilized in a manner acceptable to the City Engineer and the Planning Board prior to the issuance of any foundation or building permits.

Any slopes less than twenty-five 25% shall be stabilized in a manner acceptable to the City Engineer and the Planning Board.

2-13B STREET GRADES

***NOTE - This section includes any private roadways (streets not classified or accepted as public) that provide access within a site.**

Street grades shall not be less than .5% or more than 8%.

SECTION 2-14 MULTI-FAMILY DEVELOPMENT AND MOBILE HOME PARKS

Approval for a multi-family development may be granted provided that:

1. The planned multi-family complex shall be a single or separate tract of land, construction, or maintained and operated by a single and separate legal entity.
2. Service and emergency access and circulation shall adequately provide for fire fighting equipment, furniture moving vans, fuel trucks, refuse collection, deliveries and snow removal.

3. A permanent dead end street shall be no longer than 800' unless local topographic or other physical conditions render these provisions impracticable. They should be provided with a turning circle having an outside pavement radius of 60' and a right-of-way radius of 70'. Alternative designs may be approved by the Planning Board if the developer can demonstrate that the alternative design will provide safe and adequate access and provide adequate turning ability for emergency and public service vehicles. Cul-de-sacs shall be designed with an interior landscaped circle designed to minimize maintenance **(See Landscape Regulations Section 2-23A-J)** No Parking will be allowed within the cul-de-sac.

4. Streets within the development shall meet the following criteria for pavement width:

- a. No Parking either side - 24 feet
- b. Parking one side - 28 feet
- c. Parking both sides - 30 feet

5. All streets within the multi-family development or mobile home park must be assigned names. The name of a new street shall not duplicate existing or private street names in the City of Chicopee, or approximate such names in spelling, sound or pronunciation, or by the use of alternate suffixes such as lane, way, drive, court, avenue, boulevard, road or street. New streets shall bear the same name of any continuation of, or when in alignment with, an existing or private street. All street names shall be approved by the Planning Board before the approval of Definitive Plan. The Planning Board may name streets for Chicopee Veterans killed in action when the developer expresses no preference.

6. All living units within the multi-family development or mobile home park shall be assigned numbers by the City's Engineering Department prior to the issuance of any foundation and or building permits. The assigned numbers shall be indicated on the final Definitive Plans and the As-Built Plans.

7. No construction materials may be brought onto a multi-family or mobile home park site nor any foundation or building permits be issued prior to the completion of the roadway up to and including the base pavement layer of the road. **(see standards a-h below)** Infrastructure to include the following must also be installed prior to the issuance of any foundation or building permits; water, sewer, storm drainage and retaining walls* ***(see Section 2-13A Lot Grades).**

All private street layouts must conform to the greatest degree possible to the natural contour of the land to eliminate unnecessary grading. Standards for the construction of all roads and utilities which are included shall be strictly adhered to. Failure to carefully follow the details of the standards and the schedule of the required inspections will delay the release of covenants and/or bonds until the Superintendent of Streets is satisfied that the work has been adequately completed.

- a. The entire area of every such street or way shall be cleared of stumps, rocks, roots and other unnecessary materials, and of all trees not desirable for preservation.
- b. All clay, loam and loamy materials shall be removed from the limits of the roadway and of the sidewalks to such depth as may be required by the City Engineer, and shall be deposited outside the limits of such streets. All clay shall be disposed outside the limits of such streets. All clays shall be disposed of outside the limits of the subdivision. The space to the subgrade shall be filled with gravel or other suitable materials, thoroughly compacted. In street excavations where clay is encountered, the sub-grade must be excavated to a minimum of 24" or as directed by the City Engineer, and refilled with coarse gravel thoroughly compacted.
- c. All work in excavation and fill shall be brought accurately to grade. All side slopes in excavation and on adjoining lands shall not exceed a slope of more than 2 to 1 horizontal to vertical or as designated by the City Engineer.

d. All fill shall be gravel as per city standards or a substitute approved by the City Engineer.

e. The roadway shall be covered with gravel or good hardening materials as set by state highway standards and as may be prescribed by the City Engineer and the Superintendent of Streets and finished to the established grade and satisfaction of the City Engineer and the Superintendent of Streets. The grass belt and side slopes adjoining the street line shall be covered with loam at least 8" in depth so applied and stabilized as to insure against slipping.

f. Upon the prepared sub-grade shall be placed a gravel surface of twelve (12) inches in thickness uniformly spread, watered and rolled by a self-propelled roller of between ten (10) and fifteen (15) tons. Any depression that appears during or after the rolling shall be filled with gravel and re-rolled until the surface is true and even. The gravel used for the surfacing shall consist of hard, durable stone and coarse sand practically free from loam or clay. When spread on the road and rolled it shall form a stable foundation.

g. On a stabilized gravel base 0.6 of a gallon of T-3 or MC-2 per square yard shall be applied. The finished road shall consist of type I-1 bituminous concrete applied in two courses. Base course 1½" thick and final course of sand 1½" fine. This bituminous concrete shall be applied at a temperature of 275 degrees Fahrenheit to 300 degrees delivered on the site and rolled with tandem roller of no less than 10 ton capacity.

h. Berms of type I-1 bituminous concrete, six (6) inches high and seven (7) inches at the base (or granite of a size and shape approved by the City Engineer), shall be constructed at the edges of the traveled way.

SECTION 2-15 STORMWATER MANAGEMENT

A drainage system shall be designed and constructed by the developer to provide for the drainage of surface water of the development, and for the drainage area of which it is a part. Please refer to **Chicopee City Code Chapter 231**.

SECTION 2-16 EROSION AND SEDIMENT CONTROL PLAN

In the event that any developer shall intend to make changes in the contour of any land proposed to be subdivided, developed, or changed in use by grading, excavating, or the removal or destruction of natural top soil, trees, or other vegetative covering thereon, the same shall only be accomplished after the owner of said land or his agent has submitted to the Planning Board, or its duly authorized representative for approval, a plan for erosion and sedimentation control. (See also **Chicopee City Code Chapter 231**)

Such plans shall contain adequate measures for the control of erosion and siltation. The City Engineer shall review these plans as submitted, and shall take necessary steps to insure compliance by the developer with these plans as finally approved.

SECTION 2-17 ACCESS

2-17A PEDESTRIAN ACCESS

Development projects shall provide pedestrian access via a grade separated pedestrian sidewalk to any public street or way that serves as direct access to the development. These pedestrian access points shall be connected to the overall shared pedestrian/automobile access in a safe and adequate manner.

2-17B SHARED AUTOMOBILE/PEDESTRIAN SPACE

Shared automobile and pedestrian spaces shall consist of specially designed rights-of-way, which can accommodate

both automobile and pedestrian use on the same surface. Automobile traffic shall not exceed 10 m.p.h. in these areas. Signage, specially painted crosswalks, specially textured paving, such as granite block, cobblestone, brick, textured concrete, speed bumps or dips shall be used in conjunction with bollards and/or other devices to designate these shared automobile and pedestrian areas.

SECTION 2-18 WATER

2-18A CITY WATER SOURCE

All design work for proposed watermain extensions shall be done by a registered professional engineer hired by the developer and the design approved by the Chicopee Water Department. Copies of the "Construction Standards and Materials Specifications" for installing watermains and house service connections must be obtained at the Chicopee Water Department office and they shall be used for the design of the proposed water system of the development. All work shall conform to Water Department standards. The exact location of mains, valves, and lines shall be filed with the Chicopee Water Department in the form of "As Built Plans" submitted to the Department of Planning and Development within 30 days of the project completion. (See Section 2-8 "As Built Plans")

2-18B OTHER SOURCES OF WATER

Where the city water will not be serving a development project, proof of adequate water supply shall be shown to the Planning Board.

SECTION 2-19 SEWAGE DISPOSAL

The sewage disposal system must be in compliance with Chicopee City Code for Sewer Use Chapter 230 and shall be approved by the Superintendent of Public Works and the Board of Health. No development project shall be issued foundation and/or building permits until a sewage disposal system has been approved by the Superintendent of Public Works and the Board of Health.

2-19A AREAS WITH CITY SEWAGE DISPOSAL SYSTEM

All development projects within an area of the City with a City sewage disposal system available must apply for and receive a wastewater discharge permit, a Road Occupancy Permit, meet all the requirements of said permits and be in compliance with Chicopee City Code for Sewer Use Chapter 230 and then connect to that system.

2-19B AREAS WITHOUT CITY SEWAGE DISPOSAL SYSTEM

Evidence of each lot's suitability as a developable lot, without injury to the public health, shall be submitted to and approved by the Board of Health prior to issuance of any foundation and/or building permits. On site septic systems shall be located to facilitate future connection with a sewer system, unless health and drainage considerations make an alternate location desirable.

2-19C ADVANCED INSTALLATION

Sanitary sewers must be installed in accordance with Chicopee City Code for Sewer Use Chapter 230 on all development projects constructed in areas planned to be serviced by a sewer system in an approved capital improvement program. The applicant shall be required to cap the installed sanitary sewer system in order to render it unusable until such time as a connection is possible, the sanitary service lateral must have a cleanout structure at the property line. Details of the cleanout to be provided by the City Engineer. Exact locations and depths of sanitary leaveouts shall be provided to the City Engineer by the developer.

SECTION 2-20 FLOOD PRONE AREAS

All land which is exposed to the danger of flooding shall be developed in a manner which is appropriate in light of a need to reduce flood damage. The use should represent an acceptable social and economic use of the land in relation to the hazards involved, and shall not increase the danger to human life.

2-20A DEVELOPMENT WITHIN 100 YEAR FLOODPLAIN

Development occurring within the area of the 100 year floodplain will be subject to sections of **Chicopee City Code Chapter 275-64** and **Chicopee Wetlands Protection Ordinance and associated Regulations**. And **Chicopee City Code Chapter 231**.

2-20B DEVELOPMENT OUTSIDE 100 YEAR FLOODPLAIN

Chicopee Wetlands Protection Ordinance and associated Regulations. And **Chicopee City Code Chapter 231**.

SECTION 2-21 DRIVE-THRUS

Drive-thru locations: Insofar as possible, developers are encouraged to locate drive-thru windows on the sides of buildings abutting other business, commercial or industrially zoned property. In no instance shall any drive-thru be located within 25 feet of residentially zoned property. The 25 foot distance shall be measured from the outside edge of the travel lane servicing the drive-thru window to the nearest residentially zoned property boundary.

SECTION 2-22 TELEPHONE, ELECTRICAL, OTHER UTILITY LINES AND STREET LIGHTS

All new telephone, cable TV, or electric utility lines, with the exception of primary electrical utility lines, shall be installed underground.

On commercial (business) and industrial applications, electrical information such as service location, size and voltage shall be included with the plans.

On private streets lighting is at the discretion of the developer. All underground facilities (conduit, manholes, and transformer pads etc.) shall be installed per **Chicopee Electric Light** construction standards and shall meet the requirements of the **National Electric Code**.

The costs associated with the installation of the underground electric infrastructure shall be the responsibility of the developer.

SECTION 2-23 LANDSCAPE REGULATIONS FOR LAND DEVELOPMENT PROJECTS

2-23A PURPOSE AND SCOPE

This section is intended to establish minimum standards for the design of landscapes for all land development projects requiring Site Plan Review. The purpose is to improve the community aesthetically, economically and environmentally. This section improves the appearance of the community through the provision of and the preservation of trees in order to better control soil erosion, reduce the hazards of flooding, stabilize the ground water tables, absorb carbon dioxide, supply oxygen, provide shade for cooling, screen noise, dust, glare, and preserve, protect and enhance the natural environment.

2-23B DEFINITIONS

The following definitions shall apply to the regulation and control of landscaping within this section:

1. **Caliper:** A standard trunk diameter measurement for nursery grown trees taken six (6) inches above the ground for up to and including four (4) inch caliper size, and twelve (12) inches above the ground for larger sizes.
2. **Critical Root Zone (CRZ):** A circular region measured outward from a tree trunk representing the essential area of roots that must be maintained in order for the tree's survival. The critical root zone is one foot of radial distance for every inch of tree DBH, with a minimum of eight (8) feet.
3. **Diameter Breast Height (DBH):** Diameter at breast height is the tree trunk diameter measured in inches at a height of 4.5 feet above the ground.
4. **Deciduous:** Those plants that annually lose their leaves.
5. **Drip Line:** A vertical line extending from the outermost edge of the tree canopy or shrub branch to the ground.
6. **Evergreen:** Those plants that retain foliage throughout the year.
7. **Evergreen Screen:** A plant growing over six (6) feet in height at maturity that retains foliage year round that is planted to provide a dense vegetative screen for purposes of visual mitigation.
8. **Groundcover:** A prostrate plant growing less than two (2) feet in height at maturity that is grown for ornamental purposes. Groundcovers are used as an alternative to grass. On slopes, groundcovers control erosion while eliminating the maintenance of mowing on hillsides.
9. **Landscaping:** The process or product of site development including grading, installation of plant materials, and seeding or sodding of turfgrass or installation of groundcover.
10. **Ornamental Tree:** A small to medium tree generally growing fifteen (15) to forty (40) feet in height at maturity. Ornamental trees are planted for aesthetic purposes such as colorful flowers, interesting bark, or fall foliage etc.
11. **Parking Lot Plantings:** Planting areas within and adjacent to parking areas designed to shade and improve the attractiveness of large areas of pavement.
12. **Planting Area:** The area prepared for the purpose of accommodating the planting of trees, shrubs, and groundcovers.
13. **Shade Tree:** A large growing tree usually over forty (40) feet in height at maturity, usually deciduous, that is planted to provide canopy cover shade.
14. **Shrub, (Large):** An upright multi-stemmed plant growing ten (10) to twenty (20) feet in height at maturity that is planted for ornamental or screening purposes.
15. **Shrub, (Medium):** A multi-stemmed plant growing five (5) to ten (10) feet in height at maturity that is planted for ornamental or screening purposes.
16. **Shrub, (Small):** A multi-stemmed plant growing less than five (5) feet in height at maturity that is planted for ornamental purposes.
17. **Street Tree:** A tree planted along a street right of way. Street trees should be tolerant of conditions found in the urban environment.

2-23C STANDARDS FOR LANDSCAPING LAND DEVELOPMENT PROJECTS

1. All new or expanded parking lots shall be required to comply with this section of the Landscape Regulations.
2. If an existing parking lot (paved or unpaved) is expanded or improved to increase the number of spaces, it shall comply with the parking lot requirements of the Landscape Regulations within the expanded or improved portion.
3. Trees shall be planted at a rate of two (2) shade trees or three (3) ornamental trees for every ten (10) spaces or fraction thereof. (See Appendix figure 2-23c #3)
4. Required trees shall be located within or adjacent to parking lots as tree islands, medians, and at the end of parking bays, traffic delineators, or between rows of parking spaces in a manner such that no parking space is located more than sixty (60) feet from a tree. (See Appendix figure 2-23c #4)
5. In addition to the requirements for parking areas, any multi-family development project requiring Site Plan

Review shall be required to plant two (2) shade or ornamental trees per unit.

6. Evergreen trees utilized for screening requirements as described by the Zoning Ordinance shall not be counted towards fulfilling the requirements of this section

7. Planting Areas within the parking lots shall provide a minimum of eighty-one (81) square feet per tree with a minimum inside dimension of nine (9) feet and a minimum prepared depth of eighteen (18) inches.

8. The inner circles of cul-de-sacs are to be landscaped with a minimum of 5 shade or ornamental trees. Shade trees shall be a minimum of 2" caliper and Ornamental trees shall be a minimum of 8' tall (measured from the top of the root ball to the top of the tree) at the time of planting. Trees shall be spaced as to allow for optimum growth and not interfere with utility lines. Preservation of existing important vegetation within the inner cul-de-sac circle may be considered as an alternative to the above mentioned requirement.

2-23D TREE PRESERVATION AND CARE DURING CONSTRUCTION.

1. Existing trees must be preserved whenever possible.

2. When selecting which trees to preserve, the following shall be considered: existing and proposed grading; age, condition, and type of tree; and location of site improvements and utility connections.

3. Should any tree designated for preservation, die at any time after approval of the plan or issuance of Certificate of Occupancy, the owner shall replace it within one hundred eighty (180) days. The replacement tree shall be a minimum of two (2) inches in caliper for a shade tree, or eight (8) feet in height for an ornamental tree (eight (8) feet from the top of the root ball to the top of the tree) at the time of planting.

2-23E PROTECTION OF TREES SELECTED FOR PRESERVATION

1. No person may trim, cut or remove a public shade tree without the permission of the City's Tree Warden. (See also Massachusetts General Law Chapter 87 and Chicopee City Code Chapter 257)

2. Any tree selected for protection shall have a "Critical Root Zone" established of 1 foot radius for each inch of trunk diameter.

3. The "Critical Root Zone" shall be protected by placing hard fencing at the perimeter of the zone.

4. Within the "Critical Root Zone" there shall be no activity such as soil disturbance, trenching, storage of soil or soil compaction.

5. In situations where it may not be practical to protect the entire "Critical Root Zone" such as roadside trees, The Tree Warden and or his designee and the Developer shall work together to establish a zone of tree protection that makes the most sense.

6. Trees with an established "Critical Root Zone" shall also have the trunk and bark protected in a manner acceptable to the Tree Warden and or his designee.

7. Grades shall not be changed within the "Critical Root Zone" of any tree selected for preservation.

2-23F SELECTIVE CLEARING OF WOODED AREAS

In heavily wooded areas, the developer may selectively clear, preserving mature or specimen trees, to provide open space or viewsheds to sights of significant beauty. Cleared areas shall be loamed and seeded with grass seed or wildflowers.

2-23G LANDSCAPE STANDARD SPECIFICATIONS

1. The developer shall furnish and install all plant materials listed on the approved landscaping plan.
2. Plant materials shall conform to the requirements described in the latest edition of *American Standard for Nursery Stock*, which is published by the American Association of Nurserymen.
3. Selected plant materials must be approved by the Director of Planning and Development and/or the Development Manager for the Department of Planning and Development.
4. Shade trees must be a minimum of two (2) inches in caliper. Ornamental trees must be a minimum of eight (8) feet at the time of planting. (Eight (8) feet from the top of the root ball to the top of the tree.
5. No tree or shrub may be planted within 20 feet (20') of the intersection of any two or more public streets as described in **Chicopee City Code 275-33**.
6. Do not use staking materials unless absolutely necessary. If staking is necessary, then the developer/property owner must remove the staking materials after one full growing season.
7. Property owners ensure the survival and health of required trees in perpetuity. If any plant material dies, the property owner must replace it within one hundred eighty (180) days.
8. All planting areas and beds shall be edged and cultivated to the lines shown on the approved plans. The areas around isolated plants shall be edged and cultivated to the full diameter of the drip line at the time of planting.
9. All planting areas shall be mulched with a three (3) to four (4) inch layer of bark mulch or other similar material to cover the complete planting area.

2-23H ALTERNATIVE METHODS OF COMPLIANCE

1. Alternate Landscaping Plans, plant materials, or planting methods may be used where unreasonable or impractical situations would result from application of landscaping requirements, or where necessary to protect existing vegetation. Such situations may result from streams, natural rock formations, topography, or other physical conditions; or from lot configuration, utility easements, or unusual site conditions. It does not pertain to self-created design issues that prove no hardship to those items listed above.
2. The Director of Planning and Development and/or the Development Manager of the Department of Planning and Development may approve an alternate plan which proposes different plant materials or methods provided that quality, effectiveness, durability, and performance are equivalent to that required by these regulations.
3. If the required number of trees to be planted on a particular site cannot be met for a reason that is acceptable to the Planning Board, the developer shall reimburse the City of Chicopee for the value of the trees not planted plus the cost of planting. This figure is available in the Department of Planning and Development fee schedule.

2-23I PLANT SUBSTITUTION

Due to seasonal planting problems and lack of plant availability, approved Landscape Plans may require minor revisions. The Director of Planning and Development and/or the Development Manager of the Department of Planning and Development may approve minor revisions to the planting plans if:

1. There is no reduction in the quantity of plant material.
2. There is no significant change in size or location of plant materials.
3. The new plants are of the same general category (i.e., Shade Tree, Ornamental Tree, Evergreen, or Shrub) and have the same general design characteristics and growth habits (mature height, crown spread) as the materials being replaced. **(See the Urban Tree Planting Guide by the Department of Planning and Development)**

2-23J SHRUB AND EVERGREEN SCREENING

The developer shall provide shrubby evergreen screening around any aboveground utility structures (transformers, traffic controllers excluding utility poles). A dense evergreen buffer shall be planted along the common boundary where residential developments abut business and/or industrial zones or uses.

Landscape plans are to be approved as part of the Site Plan approval and completion is to be at the same time as automobile travel ways.

Landscape improvements are to be shown on the Site Plans approved by the Planning Board, and must indicate species, size, location, and planting conditions of the trees and shrubs to be used. Previously approved Site Plans may have their landscape plans altered by the Board upon the recommendation of the Director of Planning & Development and petition of the developer.

SECTION 2-24 PROCEDURES FOR THE SUBMISSION AND APPROVAL OF PLANS

2-24A PRE-APPLICATION CONFERENCE

It is required that prior to a formal application for approval under these rules and regulations, the owner, developer or representative of the proposed Site Plan meet with the Director of Planning & Development, or his/her designee to discuss the suitability of the site for the proposed use. The presentation should include an assessor's map (or suitable alternative), a zoning map, and U.S.G.S. location map (1"=2000') showing its relationship to surrounding land. Desirable information would also include available contour information, the location of utilities and easements, soil conditions and a sketch plan of the proposed plan.

2-24B PREPARATION OF PLANS

Plans shall be prepared by a registered professional Civil Engineer or Land Surveyor licensed by the Commonwealth of Massachusetts.

2-24C PRELIMINARY PLAN

Preliminary plans shall be required for all land development projects. Preliminary Plans must meet all submission requirements and be approved by the Planning Board prior to the submittal of a Definitive Plan.

A Preliminary Plan must be submitted by the Developer and approved by the Planning Board prior to the submission of the Definitive Plan. Plans must be submitted during working hours at the Department of Planning &

Development office at least four (4) weeks prior to the scheduled hearing before the Planning Board. (Meeting and Deadline Schedule is available at the Department of Planning and Development). Every person submitting a Preliminary Plan to the Planning Board shall send notice to the Clerk of the City of Chicopee by certified mail or in person where a receipt can be obtained, stating that said plan has been submitted. This notice shall describe the land of the plan, sufficiently for identification, the name and address of the owner of the property, and the date of submission. A duplicate of the Preliminary Plan application stamped by the City Clerk is sufficient to fulfill this requirement.

2-24D TENTATIVE APPROVAL, APPROVAL WITH MODIFICATIONS, OR DISAPPROVAL OF PRELIMINARY PLANS

Preliminary Plans will be reviewed in order to determine their compliance with the design requirements of the Planning Board and Site Plan Review Advisory Committee (SPRAC). Within forty-five (45) days from the time the City Clerk has received a notice of submission, the Board shall approve, disapprove, or approve with modifications the Preliminary Plan. The Board shall notify (after receipt has been acknowledged with a signature) the applicant and the City Clerk that the plan has been approved or that the plan has been approved with modifications as enumerated in the notice, or has been disapproved with reasons for such action.

2-24E DEFINITIVE PLAN

Definitive Plans will not be accepted until a Preliminary Plan has been submitted to and approved by the Planning Board.

Definitive Plans must meet all submission requirements plus any revisions requested by the Planning Board and or Site Plan Review Advisory Committee (SPRAC).

A Definitive Plan must be presented to the Planning Board within ten (10) months after approval of the Preliminary Plan or all previous actions are nullified. Plans must be submitted during working hours at the Department of Planning & Development office at least four (4) weeks prior to the scheduled hearing before the Planning Board. (Meeting and Deadline Schedule is available at the Department of Planning and Development). Every person submitting a Definitive Plan to the Planning Board shall send notice to the Clerk of the City of Chicopee by certified mail or in person where a receipt can be obtained, stating that said plan has been submitted. This notice shall describe the land of the plan, sufficiently for identification, the name and address of the owner of the property, and the date of submission. A duplicate of the Definitive Plan application stamped by the City Clerk is sufficient to fulfill this requirement.

2-24F APPROVAL, MODIFICATION OR DISAPPROVAL OF DEFINITIVE PLANS

Within ninety (90) days of the final submission, the Planning Board shall file with the City Clerk a certificate of action, and shall send a copy of such action to the applicant. The Planning Board may approve, approve with modifications, or disapprove the Definitive Plan. In the event of disapproval, the Planning Board shall state in detail where the plan does not conform to the rules and regulations of the Board, or to the recommendations of the Board of Health. Final approval may be delayed for such further times as may be agreed upon at the written request of the applicant for up to 12 months from the date upon which written notice was received by the City Clerk.

SECTION 2-25 SITE PLAN SUBMISSION REQUIREMENTS – PRELIMINARY PLANS

****NOTE – THE PLANNING BOARD WILL HEAR, AT THEIR NEXT SCHEDULED MEETING, ONLY THOSE PLANS SUBMITTED BY THE SUBMISSION DEADLINE FOR THAT MONTH'S MEETING. ANY REVISIONS MADE TO PLANS, SUBMITTED AFTER THE SUBMISSION DEADLINE, WILL NOT BE HEARD BY THE PLANNING BOARD UNTIL THE NEXT MONTH'S SCHEDULED MEETING.**

2-25A GENERAL REQUIREMENTS:

All Preliminary Plan Submissions must contain the following on separate sheets:

FOURTEEN (14) COPIES OF PLANS (SEE BELOW) ACCOMPANIED BY APPLICATION AND APPROPRIATE FILING FEE. (FEE SCHEDULE AVAILABLE IN THE OFFICE OF PLANNING AND DEVELOPMENT)

A PLAN SUBMISSION THAT DOES NOT CONTAIN ALL OF THE ITEMS LISTED BELOW MAY RESULT IN A DELAY IN PLACING THE PROJECT ON THE PLANNING BOARD'S AGENDA UNTIL THE MISSING ITEMS ARE SUBMITTED.

13 - 24"x36" format at 1"= 20' scale

1 – 11"x 17" format

- Title Page
- Existing Conditions Plan
- Proposed Layout Plan – If a project requires more than one 24"x36" sheet at 20 scale, provide one (1) sheet that shows entire project at an appropriate scale to fit the sheet in addition to the 20 scale plans.
- Grading and Drainage Plan (with three (3) copies of Drainage Calculations) **(See Chicopee City Code Chapter 231)**
- Utility Plan
- Landscape Plan

All plan pages must contain a title block with the following information:

- Project name and address
- North arrow
- Scale
- Signature and stamp of Registered Professional Engineer or Land Surveyor licensed by the Commonwealth of Massachusetts
- Date of submission plus dates of any revisions
- Page number as it corresponds to the index on Title page

2-25B TITLE PAGE

Title Page must include the following information:

- Project Name
- Date of Submission plus the dates of any revisions
- Locus Map within the context of the City of Chicopee
- Address of Project
- Name, Address, Phone and Fax number of owner, designer, engineer or surveyor.
- Signature and stamp of Registered Professional Engineer or Land Surveyor licensed by the Commonwealth of Massachusetts
- Index of Pages
- Zoning Review to include the following:
 - Zoning District

- Setbacks – minimum required and proposed
- Lot area – minimum required and proposed
- Lot frontage – minimum required and proposed
- Lot depth – minimum required and proposed
- Building area – maximum allowed and proposed
- Building height – maximum allowed and proposed
- Building coverage (% of site covered by building) – maximum allowed and proposed
- Impervious coverage (% of site covered by asphalt, concrete etc.(not including building) maximum allowed and proposed
- Total impervious area (combined % of building and paving) – maximum allowed and proposed
- Off street parking – minimum required and proposed
- Number of shade and/or ornamental trees - minimum required and proposed

2-25C EXISTING CONDITIONS PLAN

Existing Conditions Plan must contain the following if applicable:

- Lot lines with dimensions (can be taken from deed or City Assessor maps)
- Existing streets (with names)
- Existing curb cuts within 100' of the lot boundary.
- Existing easements within the site and adjacent to it
- Topography showing general contours (U.S.G.S. Map or other)
- All street intersections within 100' of the lot boundary
- Indication of suspected resource areas
- Estimated 200' Riverfront area boundary
- Existing rock outcroppings
- Existing street trees
- Existing trees over six inches (6") in diameter on the site or general tree cover where more appropriate
- Existing buildings
- Existing utilities (water, electric, sewer etc.)
- General areas of existing paving

2-25D PROPOSED LAYOUT PLAN

Proposed Layout Plan must include the following if applicable:

- Lot lines with dimensions (can be taken from deed or City Assessor maps)
- Proposed areas of new easements within the site and adjacent to it
- Indication of suspected resource areas
- Estimated 200' Riverfront area boundary
- Existing streets (with names)
- Existing curb cuts within 100' of the lot boundary.
- All street intersections within 100' of lot boundary
- Proposed building footprint (including accessory buildings)
- General areas of proposed paving (driveways, parking areas, sidewalks, etc.)
- General location of proposed signage
- Indication of the need for fences and retaining walls

2-25E GRADING AND STORMWATER MANAGEMENT PLAN

Grading and Drainage Plan must contain the following if applicable:

- Lot lines with dimensions (can be taken from deed or City Assessor maps)
- Proposed and existing easements within the site and adjacent to it
- Indication of suspected resource areas
- Estimated 200' Riverfront area boundary
- Proposed building footprints (including accessory buildings.)
- General areas of proposed paving (driveways, parking areas, sidewalks, etc.)
- Topography showing general contours (U.S.G.S. Map or other)
- General cut and fill areas indicated
- Indication of the need to do any off-site grading
- Indication of the need of retaining walls
- Proposed system of surface storm drainage including areas for retention and detention basins and general structure locations.
- Soil map and depth to water table
- Three (3) copies of drainage calculations shall accompany this plan. They must show the existing and proposed flow of water through the site, the capacity of proposed drainage structures, and the capacity of receiving drainage feature(s) or structure(s) (See **Chicopee City Code Chapter 231**)

2-25F UTILITY PLAN

Utility Plan must contain the following if applicable:

- Lot lines with dimensions (can be taken from deed or City Assessor maps)
- Proposed and existing easements within the site and adjacent to it
- Proposed building footprints (including accessory buildings.)
- General areas of proposed paving (driveways, parking areas, sidewalks, etc.)
- General location for proposed location of water supply, water lines
- General location for proposed sanitary drainage line.
- General location for proposed Electric supply (transformers, poles and underground facilities, etc.)
- Fire hydrant location

2-25G LANDSCAPE PLAN

Landscape Plan must comply with "*Landscape Regulations*"
Section 2-23 A-J and also contain the following:

- Lot lines with dimensions (can be taken from deed or City Assessor maps)
- Proposed and existing easements within the site and adjacent to it (if applicable)
- Proposed building footprints (including accessory buildings.)
- General areas of proposed paving (driveways, parking areas, sidewalks, etc.)
- Indication of suspected resource areas
- Estimated 200' Riverfront area boundary
- Locations of proposed trees.
- Locations of any proposed vegetation (other than trees) within a City Right of Way
- Indication of plantings used for screening purposes (if applicable)

2-25H CROSS SECTIONS

The following Cross Sections must be included as part of the plan submittal:

- Typical Road Cross sections
- Cross Sections of any Retention and or Detention basins

SECTION 2-26 SITE PLAN SUBMISSION REQUIREMENTS – DEFINITIVE PLANS

****NOTE – THE PLANNING BOARD WILL HEAR, AT THEIR NEXT SCHEDULED MEETING, ONLY THOSE PLANS SUBMITTED BY THE SUBMISSION DEADLINE FOR THAT MONTH'S MEETING. ANY REVISIONS MADE TO PLANS, SUBMITTED AFTER THE SUBMISSION DEADLINE, WILL NOT BE HEARD BY THE PLANNING BOARD UNTIL THE NEXT MONTH'S SCHEDULED MEETING.**

2-26A GENERAL REQUIREMENTS:

All Definitive Plan Submissions **must** contain the following on separate sheets:

****NOTE - Definitive Plans must contain any revisions to Preliminary Plans as required by the Planning Board and or the Site Plan Review Advisory Committee. (SPRAC)**

FOURTEEN (14) COPIES OF PLANS (SEE BELOW) ACCOMPANIED BY APPLICATION AND APPROPRIATE FILING FEE. (FEE SCHEDULE AVAILABLE IN THE OFFICE OF PLANNING AND DEVELOPMENT)

A PLAN SUBMISSION THAT DOES NOT CONTAIN ALL OF THE ITEMS LISTED BELOW MAY RESULT IN A DELAY IN PLACING THE PROJECT ON THE PLANNING BOARD'S AGENDA UNTIL THE MISSING ITEMS ARE SUBMITTED.

13 - 24"x36" format at 1"= 20'scale

1 – 11"x 17" format

- Title Page
- Existing Conditions Plan
- Proposed Layout Plan – If a project requires more than one 24"x36" sheet at 20 scale, provide one (1) sheet that shows entire project at an appropriate scale to fit the sheet in addition to the 20 scale plans.
- Grading and Stormwater Management Plan (with three (3) copies of Drainage Calculations) (See **Chicopee City Code Chapter 231**)
- Utility Plan
- Landscape Plan
- Cross Sections
- Details

All plan pages must contain a title block with the following information:

- Project name and address
- North arrow (if page contains a Plan View)
- Scale
- Signature and stamp of Registered Professional Engineer or Land Surveyor licensed by the Commonwealth of Massachusetts
- Date of submission plus dates of any revisions

- Page number as it corresponds to the index on Title page

2-26B TITLE PAGE

Title Page must include the following information:

- Project Name
- Date of Submission plus the dates of any revisions
- Locus Map within the context of the City of Chicopee
- Address of Project
- Name, Address, Phone and Fax number of owner, designer, engineer or surveyor.
- Signature and stamp of Registered Professional Engineer or Land Surveyor licensed by the Commonwealth of Massachusetts
- Index of Pages
- Zoning Review to include the following:
 - Zoning District
 - Setbacks – minimum required and proposed
 - Lot area – minimum required and proposed
 - Lot frontage – minimum required and proposed
 - Lot depth – minimum required and proposed
 - Building area – maximum allowed and proposed
 - Building height – maximum allowed and proposed
 - Building coverage (% of site covered by building) – maximum allowed and proposed
 - Impervious coverage (% of site covered by asphalt, concrete etc.(not including building) maximum allowed and proposed
 - Total impervious area (combined % of building and paving) – maximum allowed and proposed
 - Off street parking – minimum required and proposed
 - Number of shade and/or ornamental trees - minimum required and proposed

2-26C EXISTING CONDITIONS PLAN

Existing Conditions Plan must contain the following if applicable:

- Property line survey showing lot lines with dimensions
- Locations of permanent monuments
- Existing streets (with names)
- Existing curb cuts
- Complete names of each owner of record of abutting properties
- Existing easements within the site and adjacent to it
- Existing topography showing two foot (2') maximum contours
- All street intersections within 100' of the lot boundary
- Surveyed boundaries of resource areas as defined by **Chicopee City Code Wetland Protection Ordinance Chapter 272 Regulations Part 1 section 10.02**
- Boundary of 200' Riverfront area as defined in **Massachusetts General Laws Chapter 131 Section 40 Regulations 310 CMR 10.58(2)**
- Existing rock outcroppings
- Existing street trees
- Existing trees over six inches (6") in diameter on the site or general tree cover where more appropriate
- Existing buildings
- Existing utilities (water, electric, sewer etc.)

- Existing paving
- Existing ground level on the center line and abutting gutters, grades on the center line of abutting streets.
- Existing fences and retaining walls

2-26D PROPOSED LAYOUT PLAN

Proposed Layout Plan must include the following if applicable:

- Property line survey showing lot lines with dimensions
- Complete names of each owner of record of abutting properties
- Proposed easements within the site and adjacent to it
- Surveyed boundaries of resource areas as defined by **Chicopee City Code Wetland Protection Ordinance Chapter 272 Regulations Part 1 section 10.02**
- Boundary of 200' Riverfront area as defined in **Massachusetts General Laws Chapter 131 Section 40 Regulations 310 CMR 10.58(2)**
- Existing streets (with names)
- Proposed new street names (**See Section 2-14 4&5**)
- All street intersections within 100' of lot boundary
- Proposed building footprints with unit numbers* (including accessory buildings and uses; dumpsters, sheds, etc.) ***(See Section 2-14 4&5)**
- Proposed paving showing parking spaces, aisles, curbing, traffic flow, etc.
- Signage
- Areas for snow storage
- Fences and retaining walls

2-26E GRADING AND STORMWATER MANAGEMENT PLAN

Grading and Drainage Plan must contain the following if applicable:

- Property line survey showing lot lines with dimensions
- Complete names of each owner of record of abutting properties
- Proposed and existing easements within the site and adjacent to it
- Surveyed boundaries of resource areas as defined by **Chicopee City Code Wetland Protection Ordinance Chapter 272 Regulations Part 1 section 10.02**
- Boundary of 200' Riverfront area as defined in **Massachusetts General Laws Chapter 131 Section 40 Regulations 310 CMR 10.58(2)**
- Proposed building footprints (including accessory buildings and uses.)
- Proposed paving (driveways, parking areas, sidewalks, etc.)
- Topography showing existing and proposed two-foot (2') maximum contours. (Existing contours shall be dashed lines, proposed contours shall be solid lines)
- Detailed cut and fill areas indicated
- Any off-site grading
- Retaining walls
- Proposed system of surface storm drainage including retention and detention basins and all surface drainage structures
- Soil map and depth to water table
- An erosion control plan shall accompany this plan. This shall demonstrate adequate measures for the control of erosion, sedimentation and control of wind blown materials.
- Three (3) copies of drainage calculations shall accompany this plan. They must show the existing and proposed flow of water through the site, the capacity of proposed drainage structures, and the capacity of receiving

drainage feature(s) or structure(s) (See **Chicopee City Code Chapter 231**)

2-26F UTILITY PLAN

Utility Plan must contain the following if applicable:

- Property line survey showing lot lines with dimensions
- Complete names of each owner of record of abutting properties
- Proposed and existing easements within the site and adjacent to it
- Proposed building footprints (including accessory buildings and uses; dumpsters, sheds, etc.)
- Proposed paving (driveways, parking areas, sidewalks, etc.)
- Proposed system of water supply, water lines
- Sanitary drainage line, sanitary facilities
- Electric supply (transformers, poles and underground facilities, etc.)
- Fire hydrants
- Any other underground utilities
- Site lighting and accessory lighting

2-26G LANDSCAPE PLAN

Landscape Plan must comply with "*Landscape Regulations*"
Section 2-23 A-J and also contain the following:

- Property line survey showing lot lines with dimensions
- Complete names of each owner of record of abutting properties
- Proposed and existing easements within the site and adjacent to it (if applicable)
- Proposed building footprints (including accessory buildings and uses.)
- Proposed paving (driveways, parking areas, sidewalks, etc.)
- Surveyed boundaries of resource areas as defined by **Chicopee City Code Wetland Protection Ordinance Chapter 272 Regulations Part 1 section 10.02**
- Boundary of 200' Riverfront area as defined in **Massachusetts General Laws Chapter 131 Section 40 Regulations 310 CMR 10.58(2)**
- Areas to be left in a natural state
- Detailed locations and labeling of all proposed trees.
- A detailed planting list showing botanical and common names, size and quantity of ALL plant materials at the time of planting. (See **City of Chicopee, Guide to Urban Trees and Planting Details for some recommended species**)
- In addition to "*Landscape Regulations*" *Section 2-23 A-J* the Landscape plan must show any proposed earth berms, walls, fences, non plant material screens, shrub, perennial, and mulched or lawn areas.
- Show any plantings used for screening purposes (if applicable)

2-26H CROSS SECTIONS

The following Cross Sections must be included as part of the plan submittal:

1. Road Cross Sections
2. Utility Trench
3. Retaining Walls (if applicable)

2-26I DETAILS

Details – The following details must be included as part of plan submittal: (See detail sheets in the Appendix at the end of this document)

1. Catch Basin
2. Manhole
3. Sewer Manhole
4. Berm
5. Curb
6. Retaining Walls (if applicable)
7. Planting (Shade Tree, Evergreen, Shrub)
8. Protection of preserved vegetation (if applicable)